

Job Title: Police Officer
Exemption Status/Test: Exempt
Reports to: AISD Chief of Police
Dept./School: Assigned Campus(es)

About:

Aubrey ISD is located in north Texas and is a fast growing 4A district with an expectation to double in student enrollment in five years. We are located between Denton and Frisco and about ten miles from the Dallas North Tollway. Our Police Department has three full-time officers and a Chief of Police with five campuses and 3,500 students.

Primary Purpose:

Patrols district property to protect all students, personnel, and visitors from physical harm and prevent property loss due to theft or vandalism. Enforces all laws including municipal ordinances, county ordinances, and state laws.

Qualifications:

Education/Certification:

High school diploma or GED
Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)
Clear and valid Texas driver's license

Special Knowledge/Skills:

General knowledge of criminal investigation, police report writing, and criminal laws
Training and ability to subdue offenders, including use of firearms and handcuffs
Bonded as required by Texas Education Code §37.081(h)
Ability to pass required physical, psychiatric, and drug tests
Ability to work well with youth and adults
Strong public relations, organizational, communication, and interpersonal skills

Experience:

Background in law enforcement or related school officer experience preferred

Salary/Benefits:

207 days/year (same holidays as teachers with an added 20 days in the summer)

Minimum \$52,181
Median \$63,250

Plus \$3,500 extra duty stipend, uniform, take home patrol car (within radius), top of the line equipment and technology

\$304 per month contributed toward TRS-ActiveCare Health Plan

Defined benefit retirement plan (Teacher Retirement Plan)

Salary range to commensurate with experience and licensing

Full range of optional benefits such as FSA, Dental, Disability, Life Insurance, etc....

Major Responsibilities and Duties:

Law Enforcement

1. Patrol assigned campus(es) and routes walking or driving within district jurisdiction.
2. Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime.
3. Investigate criminal offenses that occur within district's jurisdiction.
4. Collect and preserve evidence for criminal investigations including witness statements and physical evidence.
5. Arrest perpetrators, file appropriate charges, and ensure placement in jail or juvenile detention centers for law violations as necessary.
6. Write effective legal incident reports.
7. Testify in court as needed.

Consultation

8. Work cooperatively with other police agencies to share information and provide other assistance.

Safety

9. Help provide traffic control at athletic events, school closings or openings, or at any other time.
10. Provide protection to or escort district personnel as needed.
11. Operate all equipment including firearms according to established safety procedures.

Administration

12. Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: District vehicle, firearms, handcuffs, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

Posture: Prolonged sitting and standing

Motion: Strenuous walking and climbing; frequent keyboarding/mouse, prolonged driving

Lifting: Moderate lifting and carrying (15–44 pounds)

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent districtwide travel

Other: Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

Mental Demands: Maintain emotional control under stress; prolonged hours; on call 24 hours a day; evening duties as part of salary.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Application Procedure:

Email Chief Kevin Clayton for an AISD Police Officer Application packet at kclayton@aubreyisd.net or 940-668-3900 ext. 2201.

Completed application packets can be mailed or hand delivered to:

Aubrey High School
Chief Kevin Clayton
510 Springhill Road
Aubrey, Texas 76227

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